

**RULES OF OPERATION OF THE  
DOCTORAL SCHOOL OF BUSINESS AND MANAGEMENT**

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**GENERAL PROVISIONS**

**1.§**

- (1) All the provisions set out in the University Doctoral Regulation (hereinafter: UDR) of the Corvinus University of Budapest shall apply to the Rules of Operation (hereinafter: RO of DSBM or Rules) of the Doctoral School of Business and Management (hereinafter: DSBM).
- (2) All the provisions set out in the UDR also apply to these Rules.
- (3) Based on the framework and rules set out in the UDR, its provisions and the applicable legislation, the detailed rules as listed below are set out in these Rules:
  - a) the rules with regard to the activities and responsibilities of the Programme Director,
  - b) the operation of the council of the DSBM (hereinafter referred to as: CoDS),
  - c) the number of members of the admission committee, the content and the way in which the selection procedure is conducted and, where relevant, the submission of additional documents, other than those specified in the UDR, required for the assessment of the professional qualifications of candidates, the range of and points associated with the performance components, the method of ranking the candidates,
  - d) the process of assigning (a) supervisor(s) to doctoral students,
  - e) the detailed regulation of the tasks and requirements associated with the study and research phase,
  - f) the detailed regulation with regard to the research tasks and requirements associated with the research and dissertation phase,
  - g) in the research and dissertation phase, the criteria for obtaining twenty additional credits (20 credits) that may be awarded once in recognition of the doctoral student's research-related performance above the expected level,
  - h) the requirements of being admitted to the comprehensive examination, the requirements of the comprehensive examination,
  - i) the scholarly publications, published or approved for publishing, and documentation of creative artwork that is required from the doctoral student at the time of submitting the doctoral dissertation,
  - j) the procedural rules for the discussion of the thesis proposal,
  - k) the content and format requirements of the thesis proposal and the dissertation,
  - l) any publication requirements defined for the award of the doctoral degree that are stricter than those set out in Section 44(1)b)bb) of the UDR (if relevant),
  - m) the language requirements defined for the award of the doctoral degree and the method for proving language proficiency, a list of all the foreign languages accepted for the purposes of meeting the language requirements, as well as the designation of one foreign language that is necessary for obtaining the doctoral degree and that is indispensable for performing academic activity in the given branch of science,

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- n) the quality assurance plan of the DSBM.
- (4) The requirements related to the items listed in subsection (3) are included in the present Rules, it being understood that the provisions of the UDR must be applied mutatis mutandis in matters not regulated herein.

**ORGANISATIONAL STRUCTURE AND OFFICE HOLDERS OF THE DOCTORAL  
SCHOOL****2.§<sup>1</sup>**

- (1) Disciplines of the DSBM: Business and management Sciences.
- (2) The activities of the Head of the DSBM (hereinafter: Head of DS) are specified in the relevant legislation, in the UDR and in the Quality Assurance Regulation (hereinafter referred to as: QAR).
- (3) The DSBM offers various Doctoral Programmes. A Doctoral Programme is a training path that is typically associated with one, possibly more disciplines.
- (4) The DSBM operates the following five Programmes (which may include specialisations and shall be published on the DSBM's website):
- Sustainability Management Programme
  - Marketing Programme,
  - Operations and Decision Sciences Programme.
  - Financial Management and Accounting Programme,
  - Strategy, Management and Entrepreneurship Programme.
- (5) Each programme is managed by a Programme Director entrusted by the Head of the Doctoral School and appointed by the Dean of CDS.
- (6) The term of office of the Programme Directors is five (5) calendar years, which may be renewed.
- (7) The Programme Directors shall be in charge of:
- under the professional management of the UDO, performing administrative tasks in addition to management, organisation and quality assurance duties
  - performing the operative management of the Programmes, in particular the preparation of proposals, recommendations (including the curriculum) required for the decisions to be taken by the CoDS and by the UDC,
  - organising the admission procedure and the comprehensive examination,
  - maintaining regular contact with the supervisors and doctoral students, and evaluating their work,
  - inviting the referees of the thesis proposal discussion,

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<sup>1</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- f) recognising, calculating and certifying (research, teaching, educational organisation) credits for which they are responsible,
  - g) organising the content of the teaching (coordination with lecturers, checking subject descriptions).
  - h) approving students' research credits,
  - i) drawing up and updating the education plan of the Programme,
  - j) participating in the assessment of requests and applications submitted by students;
  - k) setting up the boards in charge of the comprehensive examination, of the thesis proposal discussion and the defence;
  - l) organising the professional aspects of nostrification and habilitation cases,
  - m) participating in the preparation of the annual report of the DS;
  - n) performing other duties defined by the Head of DS.
- (8) The division of labour between the Programme Directors is determined on the basis of the guidelines of the Head of DS.
- (9) The CoDS assists the Head of DS in performing his activities under the RO of the DSBM and the UDR.
- (10) The CoDs is made up of the Head of DS and its Programme Directors as well as a doctoral student representative.
- (11) The CoDS is run by the Head of the Doctoral School. He/she convenes and conducts its meetings and proposes its agenda. The CoDS meets regularly (offline or online). Its decisions are recorded by the UDO. If necessary, it adopts decisions by vote. In such a case, a quorum shall only exist if all members are present at least online. In case of a tie, the Head of the Doctoral School shall have a casting vote.
- (12) The Doctoral School is supported by an Advisory Board. The Advisory Board is composed of all the core members of the DS. External members with extensive experience in doctoral programmes and who are considered to be scientific authorities may be invited to join the Advisory Board. The Head of DS convenes the Advisory Board at least once a year. The Advisory Board listens to and comments on the report of the Head of DS. The Advisory Board takes a position and makes proposals on other strategic issues affecting the affairs of the doctoral school. (E.g. training system, selection of Programme Directors, proposal for members to be delegated to the University Doctoral Council). The Head of S listens to and considers the suggestions of the Advisory Board.
- (13) The university-level administration of doctoral programmes is performed by the UDO.

**RULES OF OPERATION OF THE  
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- (1) The documents to be submitted and the conditions to be met by every applicant in the admission procedure are specified in the UDR.
- (2) In the application for admission, applicants must indicate which Programme they are applying for.
- (3) Applicants for the admission examination must consult the Programme Director in question in advance (before submitting the application file), and a written recommendation confirming the Programme Director's support must be attached to the application file.
- (4) The CoDS shall set up the Admission Committee pursuant to the provisions of the UDR and at the proposal of the Head of DS. A minimum of two (2) persons shall be elected from each Programme and these persons shall conduct the admission procedure forming subcommittees.
- (5) The committees referred to in subsection (3) shall:
  - a) organise the oral examination (online platform or physical presence),
  - b) conduct the admission exam in English pursuant to the UDR,
  - c) formulate their recommendations for the admission decision following the admission exams:
    - ca) recommend the application of those who fail to reach the minimum level to be rejected;
    - cb) place the applicants taking part in the admission examination in an order of ranking, except for the applicants referred to in subparagraph ca), compiling a different list of those recommended for Hungarian state scholarship, for Stipendium Hungaricum scholarship and for a self-funding status.
- (6) <sup>3</sup>Admission to the Doctoral School is based on the assessment of prior professional and academic performance and on a written and oral entrance examination.
- (7) The oral exam serves to assess the applicant's motivation, commitment in his/her field of study, and abilities to complete the teaching and research tasks.
- (8) The scoring system for admission is set out in Annex 1.
- (9) The Admission Committee will decide on the admission ranking in proportion to the number of applicants and the number of points obtained.
- (10) The Admission Committee shall review the lists in a joint meeting and formulate its admission proposal on the basis of subsection (9) and shall send the proposal, along with the opinion given by the CoDs, to the Dean of CDS, who shall in turn send it to the UDC

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<sup>2</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

<sup>3</sup> Amended by: Resolution number H-198/EDT Effective from: 16 October 2024.

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for approval in such a manner that a sufficient number of future students for each Programme. Rejected applicants cannot be recommended.

- (11) The professional content of the DSBM's admission bulletin is defined by the Head of DS and published by the UDO on the University's website.
- (12) The DSBM accepts applicants through an individual preparation procedure as well, the detailed rules of which are set out in the UDR, it being understood that the applicant must have at least 2 publications of at least category Q3 according to the Scimago classification relevant to the field, as defined in Section 22 (3) a) of the UDR, which may be offset by:
  - a) at least one Q1 publication

**STUDY MATTERS****Supervision****4.§**

- (1) The detailed rules regarding supervision are set out in the UDO and the QAR, with the additions contained in this Section.
- (2) By 30 September at the latest, the CoDS, on the proposal of the Programme Directors, will approve the supervisor(s) from the list of doctoral supervisors approved by the UDC. The student will be informed of the name of the supervisor(s) via an e-mail message sent to his/her e-mail address.
- (3) The CoDS aims to keep the number of supervisors to a minimum.
- (4) The DS expects the supervisor to closely monitor the doctoral student's work and academic activities, to assist in publication, to involve the student in the scientific community and to evaluate the student's work at the end of each semester.
- (5) The Programme Directors provide the new supervisors with support through the trainings and consultation forums offered by the CDS.
- (6) The doctoral students evaluate the supervisor's work on the dedicated interface of the University. The evaluation shall be available to the Head of DS and the concerned Programme Director (with the exception of evaluations by his/her own supervised students).
- (7) Both the supervisor and the doctoral student may request the replacement of the supervisor with the Programme Director in writing (paper or e-mail), including the justification therefor, by addressing the Programme Director in the electronic letter sent to the address of the DS's Programme Coordinator. After the necessary consultations and in accordance with the rules defined in the UDR, the Programme Director shall submit the proposed change to the CoDS for decision, which shall take its decision after having heard the parties and obtained the opinion of the Head of DS.
- (8) Formal tasks of the supervisor(s) in addition to what is specified in the UDR:
  - a) Acceptance and evaluation of the doctoral student's progress at the end of the semester based on the report prepared by the supervised doctoral student.

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- b) Written evaluation of the comprehensive examination.
- c) Brief report on his/her work at the end of the academic year. This should include the frequency of meetings with doctoral students, the intensity of professional interactions, the quality of the supervisory work in general, and the relationship with the Programme Director.

**Study and research phase****5.§<sup>4</sup>**

- (1) After the successful entrance examination, the doctoral student must register in the Hungarian Scientific Publications Database (hereinafter: MTMT).
- (2) The doctoral student shall collect study, research as well as teaching and service credits in each semester of the study and research phase as stipulated in the UDR and the present section.
- (3) The doctoral student must collect study, research and teaching credits in each semester and must participate in at least one (preferably programme-related) thesis proposal discussion or public dissertation defence per academic year (participation is certified by the Programme Director on the basis of the attendance sheet attached to the minutes).
- (4) Rules for obtaining study credits:
  - a) For doctoral students admitted to organised instruction, the DS teaches compulsory and compulsory elective subjects and may also announce free elective subjects within the study and research phase.
  - b) The students of a given Programme must take the compulsory subjects announced for the given Programme. The concerned Programme Directors may decide to announce a compulsory subject jointly.
  - c) In each Programme, the number of compulsory elective subjects laid down in the relevant sample curriculum must be completed.
  - d) In each Programme, the number of completed free electives must be sufficient to ensure that the student obtains the required number of credits when taken together with the compulsory and compulsory elective subjects.
  - e) The curriculum is drawn up, maintained and submitted for decision to the UDC by the Head of DS in collaboration with the Programme Directors, no later than 30 June of the previous academic year.
  - f) Equivalence in regard to individually organised study abroad under the Regulation on Studies Abroad (RSA) shall be assessed by the Programme Directors based on the opinion of the supervisor. The relevant decision is taken by the Credit Transfer Committee. In the framework of such studies, the doctoral student may offset up to two (2) subjects.

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<sup>4</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.



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- g) With the approval of the subject's instructor, the doctoral students of the Programmes and of the doctoral schools of Corvinus University of Budapest may take the subjects of each other in the scope of offered free elective subjects.
- h) The subjects may be announced as intensive courses (one-week course) and in the form of even workload spread over a trimester/semester. The syllabi and assessment systems for the announced subjects are approved by the Head of DS and the Programme Directors and submitted to the UDC for decision as part of the curriculum by the Head of DS. The uploading and updating of subject syllabi are monitored by the Programme Directors.
- i) Doctoral students are assessed on the basis of the subjects set out in the QAR. The evaluations shall be available to the Head of DS and the concerned Programme Directors.
- (5) Rules for obtaining research credits:
- a) As a general rule, research credits can be obtained in accordance with the provisions of the UDR.
- b) After taking the technical subject for research credit, the student prepares his/her own research activity plan in agreement with the supervisor, which he/she records in the manner specified in the QAR.
- c) The DSBM defines as a criterion requirement that the results of the dissertation be presented and reviewed annually in a research forum in the first and third year. Detailed rules for the Research Forum are set out in Annex 6. Participation in the research forums is compulsory in the semester concerned, in case of failure to attend, the subject is considered as not completed and no credit can be awarded.
- d) Research credits may be acquired through independent research (e.g. individually reviewing academic literature, attending literature review seminars). Progress is monitored in the form of interim checks after each semester (written reports, assignments to be submitted, research proposals, conference presentations, working papers). The maximum value of research credits per semester is included in Annex 3.
- e) At the end of the semester, the supervisor checks and certifies to the Programme Director the completion of the research activities undertaken in the work plan and proposes a certificate of completion of the subject, which is the responsibility of the Programme Director and must be recorded in Neptun.
- f) At the end of the 2nd and 4th semesters, no research credit can be awarded if the doctoral student has not participated in any thesis proposal discussions during the year.
- (6) Rules for obtaining teaching and service credits:
- a) Teaching and service credits can, as a general rule, be obtained in accordance with the provisions of the UDR.
- b) The DS also expects the doctoral student to carry out teaching and service activities during the doctoral studies, within the framework set out in the UDR.

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- c) Teaching and service credits are also taken in Neptun as technical subjects. If the minimum number of credits is not achieved, the partial completion may be taken into account in the following semester.
- d) Doctoral students may undertake teaching, thesis supervision, thesis review activities at other universities. This shall be certified with an official document (NQR trainings, i.e. trainings listed in the National Qualification Register and other vocational trainings shall not be recognised).
- e) Other detailed rules for the acquisition of teaching credits are set out in Annex 3.
- f) Credits for teaching and service are certified by the Programme Director.

**Comprehensive examination****6.§<sup>5</sup>**

- (1) The comprehensive examination ends the study and research phase (at the completion of which the candidate wishing to obtain a degree through individual preparation may be admitted to the doctoral procedure).
- (2) The comprehensive examination consists of two main parts: an assessment of the doctoral student's theoretical-methodological preparedness ("theoretical part") and a report by the doctoral student on his/her scientific progress ("dissertation part").
- (3) The main rules for the comprehensive exam are set out in the UDR, it being understood that the UDO issues a detailed timetable for the comprehensive examination in January each year, which is published on the University's website and sent to the students concerned by e-mail.
- (4) Other rules for the comprehensive examination:
  - a) On the basis of the Programme Directors' proposals and depending on the number of applicants, the CoDS proposes to the UDC examination boards of three or five members for each Programme. Although the supervisor is not a member of the examination board, he/she is obliged to evaluate the doctoral student's work in writing beforehand, and to attend the comprehensive examination of his/her own doctoral student.
  - b) The supervisor's preliminary written assessment shall be attached to the registration form for the comprehensive examination (constituting an annex thereto). The assessment presents the doctoral student's work to date, his/her most important scientific achievements, the quality of cooperation with the supervisor, and briefly describes the strengths and weaknesses of the paper submitted for the examination. The supervisor declares whether the PhD student's continued participation in the doctoral programme is recommended. The length of the supervisor's assessment shall be minimum half and maximum one page of A/4 size. The student shall be in charge of collecting and submitting the supervisor's evaluation to the University Doctoral Office until May 31.

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<sup>5</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- c) The theoretical part of the comprehensive examination consists of a written and an oral module. Whereas the written module involves a pre-submitted essay demonstrating the doctoral student's research methodological proficiency in his/her own research topic, the oral module implies a contribution to professional-scientific discourse with a specific focus on research methodology. In the dissertation part, the PhD student gives a presentation to demonstrate his/her knowledge of the relevant academic literature, reports on his/her research results, shares his/her research schedule for the second phase of the doctoral programme and outlines the schedule for preparing the dissertation and publishing the results.
- d) <sup>6</sup>
- e) In the "theoretical part" of the comprehensive examination, the candidate must convincingly demonstrate his/her knowledge of the methodological background of the dissertation to be written and his/her knowledge of the scientific context of the research topic. In the fourth semester of the programme, the candidate prepares a research design for the dissertation in the form of a study, in which he/she formulates the personal reasons for the choice of the topic, its topicality, social, economic and environmental context, the research objectives and the research questions. In addition, he/she also discloses his/her basic ideas on research methodology, justifies the selected methodology, supported by academic literature, seeks to present the full array of methodological tools he/she wishes to use later (qualitative, quantitative or mixed methods, data recording and data analysis tools etc.), and prepares a critical literature review of his/her research topic. 1 Hard copy of the 20-30 page paper and its electronic version shall be submitted to the University Doctoral Office (written module) by 15 May at the latest. Based on the written assignment to be submitted, in the oral module of the theoretical part of the examination, the examination board formulates questions, and encourages the candidate to engage in a debate and professional consultation, during which the wide-ranging expertise of the candidate in methodological and scientific areas can be tested.
- f) The comprehensive examination paper is a document that lays the foundations of the so-called thesis proposal. The length of the body text shall be a minimum of 20 pages (+ title page, table of contents, bibliography, annexes) of A/4 size, with 2.5 cm margins, using single spacing, font size 12 TNR, paragraphs separated by indentation, printed on one side of the page, with page numbers in the bottom right corner. The research methodology section of the comprehensive examination paper must be at least 10 pages long. The comprehensive examination paper should be explicitly suitable for a substantive discussion of the methodological adequacy of the dissertation in the context of the comprehensive examination. During the discussion, the student should demonstrate convincing knowledge of the skills acquired during the qualitative and/or quantitative methodology courses and to be used in the dissertation in progress, as well as should be able to adapt that knowledge to the field of specialisation.

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<sup>6</sup> Deleted by: Resolution number H-198/EDT Effective from: 16 October 2024.

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- g) <sup>7</sup>The applicant shall upload the comprehensive examination paper to the platform defined by the DSBM by 15 May.
  - h) <sup>8</sup>
  - i) In the "dissertation" part of the comprehensive examination, the candidate will give a 15-20 minute presentation on his/her research activities and results, the research schedule for the second phase of the doctoral programme, and the timetable for the preparation and publication of the doctoral dissertation.
  - j) The board asks questions about the contents of the presentation. In this phase, the supervisor is allowed to assess the candidate's work completed so far in a length not exceeding 5 minutes, and to state whether he/she has found the candidate suitable to successfully complete the doctoral programme, and whether he/she judges the schedule and the publication plan to be realistic.
  - k) The comprehensive examination must be taken in English.
  - l) The examination boards shall evaluate the two examination parts according to the rules of the UDR and shall notify the examinees of the result immediately.
- (5) Comprehensive examination requirements shall be published at the time of announcing a Doctoral Programme. Professional content is provided to the UDO by the Head of DS. The UDO is responsible for publishing it on the University website.

**Research and dissertation phase**


**7.8**

- (1) In keeping with the provisions of the UDR, doctoral students may enter the research and dissertation phase upon fulfilling the requirements of the study and research phase and passing the comprehensive examination.
- (2) The rules on research credits as well as on obtaining teaching credits and credits for the organisation of education are included in the UDR, it being understood that twenty additional credits (20 credits) may be awarded once to the doctoral student's research-related performance above the expected level.
  - a) Successful thesis proposal discussion by the end of the 8th active semester (Subject to the fact that the thesis proposal is submitted in the 8th semester until 31 March and until 31 October in the case of postponement. Failure to do so will result in the loss of these credits.)
  - b) Outstanding, high-quality publication performance.
  - c) Research assistantships with the prior authorisation of the Programme Director.
  - d) Conference presentation at a prestigious international conference.
- (3) Awarding additional credits under subsection (2) shall be at the discretion of the Programme Director.

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<sup>7</sup> Amended by: Resolution number H-198/EDT Effective from: 16 October 2024.

<sup>8</sup> Deleted by: Resolution number H-198/EDT Effective from: 16 October 2024.

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- (4) The rules of awarding credits are included in Annex 3.

## **DEGREE ACQUISITION PROCEDURE**

### **The thesis proposal and the dissertation**

#### **8.§**

- (1) The thesis proposal and the dissertation can take the form of a single monograph or a series of different papers (articles). As regards length, both the dissertation and the thesis proposal must comply with the requirements of the specific branch of science (usual length of thesis proposal: 80-120 pages, usual length of dissertation: 100-150 pages).
- (2) The thesis proposal should include: the research methodology, the literature review/analysis, the main research problems and questions, the data used (in the case of empirical research) and the results.
- (3) <sup>9</sup>The dissertation can take the form of a monograph or a series of papers. The monograph is a stand-alone work. The dissertation taking the form of a series of papers consists of three or more closely or loosely related papers and a short introduction. The papers are stand-alone, not necessarily published academic works. In the case of an article-based dissertation, Annex 9 to these Rules shall apply.
- (4) Principles governing the dissertation and the thesis proposal:
  - a) the dissertation must be relevant to the discipline,
  - b) it should include new scientific findings,
  - c) it should be up to date with the latest scientific findings of the chosen field,
  - d) its purpose and method must be clear; it must prove the ability of the doctoral candidate to perform independent research work, his/her critical and innovative abilities,
  - e) it must comply in all respects with the norms of science ethics,
  - f) it must furthermore contain a full reference list and the schedule of the remaining work, if necessary, shall be included in the thesis proposal.

### **Discussion of the thesis proposal**

#### **9.§**

- (1) The declaration of the supervisor(s) on whether the proposal is suitable for discussion must be attached to the proposal. Grounds for any refusal to support the proposal must be provided. In case of a refusal or if the two supervisors are not in agreement, but the doctoral student still insists on the discussion, the Head of the DS shall, after having consulted with the competent Programme Director, invite two external experts to provide a brief preliminary assessment. The CoDS shall decide on whether the discussion may be held in the light of the experts' opinion.

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<sup>9</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- (2) The thesis proposal must be submitted/sent electronically in pdf format to the e-mail address provided by UDO. The cover page must feature the name(s) of the supervisor(s). The thesis proposal undergoes a plagiarism check.
- (3) The discussion is public. Members and doctoral students of the DS should be invited, as well as other representatives and experts in the field. The discussion shall be announced in the University's electronic newsletter. An attendance list of the participants of the thesis proposal discussion shall be drawn up.
- (4) The official referees of the thesis proposal shall be the members of the thesis proposal evaluation committee (hereinafter: TPEC), the rules for the composition of which are laid down in the UDR. The composition of the TPEC is proposed by the Programme Director to the Head of DS, after consultation with the supervisor of the doctoral candidate.
- (5) The secretary of the TPEC shall be responsible for drawing up the minutes.
- (6) The referees shall prepare a written opinion on the thesis proposal prior to the discussion and send it to the Programme Director and/or submit it to the TPEC at the latest during the debate. Such opinion shall be attached to the minutes.
- (7) The TPEC shall evaluate the discussion at a closed session after the discussion and enter one of the following positions in the minutes
  - a) recommending the thesis proposal for approval (submission) without changes,
  - b) recommending the thesis proposal for approval (submission) with the listed changes,
  - c) not recommending the thesis proposal for approval (submission) and recommending the preparation of a new thesis proposal.
- (8) The decision of the TPEC shall be communicated after the closed session. If the TPEC does not recommend acceptance of the thesis proposal, a new thesis proposal may be submitted only once more (at the earliest 3 months after the discussion of the thesis proposal). The procedure for obtaining a doctoral degree shall be terminated if the new proposal is unsuccessful.
- (9) The minutes signed by the Chairperson and the secretary, the attendance list, the opinion of the referees shall be sent to the Head of DS and the secretariat of CDS.
- (10)<sup>10</sup>Content and format requirements with regard to the thesis proposal, other rules related to its discussion are included in Annex 4 to the present Rules.

**Submission and defence of the doctoral dissertation**

**10.§<sup>11</sup>**

- (1) The conditions for the submission of the doctoral dissertation, the rules of the defence procedure and the conditions for the award of the degree are set out in the UDR, with the additions contained in this section.

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<sup>10</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

<sup>11</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- (2) The main body of the dissertation (excluding appendices and annexes) should not exceed 80,000 words (approximately 12 sheets).
- (3) Only dissertations recommended for acceptance at the discussion of the thesis proposal may be submitted for defence.
- (4) Publications are evaluated by the Programme Directors.
- (5) Based on the mandate granted in the UDR, the DS sets the following conditions as minimum publication criteria (based on the information recorded in MTMT):
  - a) a paper written by up to 3 authors published an international journal of at least Q3 category according to Scimago, or For each work, the co-author(s) must declare in writing that the doctoral student's contribution was decisive.
  - b) only one student may submit the same paper to fulfil the publication requirement.
- (6) The dissertation must be defended within the framework of a public discussion. The lecturers of the University, the doctoral students of the DS, other doctoral schools of the discipline and the recognised theoretical and practical experts of the area shall be invited to the discussion.
- (7) The content and format requirements of the dissertation and the thesis booklet are contained in Annex 10.

**SUPPORT GRANTED FOR RESEARCH****11.§**

- (1) Research funding options (some of which are detailed in the Regulation on Student Fees and Benefits):
  - a) institutional membership fee of international scientific associations (if already not covered by another source);
  - b) participation in competitive foreign conference (eligible costs in the case of giving a presentation, contribution (correferatum) only: travel, accommodation /max. four nights/, registration fee, primarily within Europe);
  - c) summer/winter university abroad;
  - d) participation in a domestic conference (coverable costs in the case of giving a presentation, contribution (correferatum): travel, accommodation, registration fee);
  - e) support of own conferences (catering);
  - f) data collection, supporting other conditions of the research activity (e.g. software procurement, database procurement);
  - g) support for publications (revision, purchasing open access to top journals);
  - h) invitation of foreign guest lecturers,
  - i) procurement of equipment.

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- (2) <sup>12</sup>To be considered for a travel grant, an application must be submitted by completing Annex 8 and submitting it to the Head of the DS, who, in the light of the opinion of the supervisor will propose the award of the grant to the Dean of CDS acting as the person into the financial commitment.
- (3) Special scholarships are provided for in the Regulation on Student Fees and Benefits.

**ALUMNI ACTIVITIES OF THE DSBM**

**12.§**

- (1) The DS shall maintain organised and institutional contacts with the colleagues who obtained a degree. The CDS shall keep a record of degree holders and their employment with reference to every doctoral school.

**QUALITY ASSURANCE SYSTEM OF THE DSBM**

**13.§**

- (1) The quality management system of the DSBM is integrally aligned with the Quality Assurance Regulation of the Corvinus Doctoral Schools of the Corvinus University of Budapest, and the DSBM's community acts in accordance with its spirit and guidelines.

**TASKS OF THE DSBM IN HABILITATION PROCEDURES**

**14.§**

- (2) The process of the habilitation procedure is laid down in the University's Habilitation Rules.
- (3) Applications for habilitation submitted to the University in the field of business and management sciences are assessed by the CoDs primarily on the basis of compliance with the minimum requirements for habilitation in the DSBM.
- (4) <sup>13</sup>The minimum requirements for habilitation are set out in Annex 5.
- (5) The position of the Doctoral School is based on the opinions of two referees, one of whom is a full professor at the Corvinus University of Budapest, and the other a full professor employed by another higher education institution who is not affiliated with the Corvinus University of Budapest.
- (6) If the result of the assessments is not unequivocal, the application for habilitation shall be assigned to a third referee.
- (7) The CoDS will make a proposal for the members of the Habilitation Board of Referees if the habilitation is approved. The composition of the Board of Referees shall be approved by the UDC.

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<sup>12</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

<sup>13</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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**RULES OF OPERATION OF THE  
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- (1) No member of the doctoral student's thesis proposal evaluation committee (TPEC), other than the supervisor, may be a co-author of a published study. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the committees.
- (2) No member of the doctoral student's comprehensive examination board or the board of referees for his/her dissertation may be a co-author of a published study. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the committees.
- (3) The comprehensive exam board of the doctoral candidate, as well as the evaluation and assessment committee for the thesis proposal and dissertation, should preferably not include any member who cannot be expected to judge the candidate's performance objectively (due to a family relationship with the candidate, regular joint assignments, consultancy work, grant projects or any other factor, e.g. the exercise of employer's right.) This fact shall be considered by the person setting up the committees and by the members of the CoDS.
- (4) No person who has co-authored a study with the applicant may be invited to serve as an expert (assessor of scientific profile) or as a member of the board of referees. This fact shall be checked in advance on the basis of the MTMT database by the person setting up the board.
- (5) Both the doctoral student and the supervisor should avoid consulting the evaluators of the thesis proposal or the referees of the dissertation about the document under review. Consultations shall be particularly avoided in the period of assessment. In addition, the PhD student shall refrain from urging the assessment process and from facilitating the submission of the assessment within the deadline in any manner whatsoever.

**TRANSITIONAL PROVISIONS****16.§**

- (1) Transitional provisions, where relevant, are included in the UDR.

**CLOSING PROVISIONS****17.§<sup>14</sup>**

- (1) These Rules were adopted by the University Doctoral Council at its meeting on 25 October 2023 under Resolution No. H-228/EDT.
- (2) The present Rules shall enter into force on 26 October 2023, at the same time the Rules of Operation of the Doctoral School of Business and Management adopted by the University Doctoral Council at its meeting of 8 March 2023 under resolution number H-36/EDT shall be repealed.

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<sup>14</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- (3) The provisions set out in these Rules shall apply subject to the entry into force defined t in the UDR effective from 1 September 2023.
- (4) Annexes:
- Annex 1: Meaningful output and points awarded in the admission procedure
  - Annex 2: Recommendations for writing a research proposal
  - Annex 3: Other conditions for obtaining teaching, service and research credits
  - Annex 4: Content and format requirements with regard to the thesis proposal, other rules related to its discussion
  - Annex 5: Minimum academic, professional and scientific activities required for applications for habilitation in the DSBM
  - Annex 6: Research forum
  - Annex 7: Research activity planning and credit calculation form
  - Annex 8: Application form to support participation in scientific meetings
  - Annex 9: Detailed rules on the content requirements of article-based dissertations and the applicable assessment criteria
  - Annex 10: The content and format requirements of preparing the dissertation and the thesis booklet
- (5) The Rules were adopted by the University Doctoral Council at its meeting of 13 December 2023. The amendments shall be effective as of 14 December 2023.

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**Annex 1<sup>15</sup>**


**Meaningful output and points awarded in the admission procedure**

Output	Points
<b>Previous performance</b>	
certified participation in research project <sup>16</sup>	3
participation in conferences (speaker, co-speaker, poster)	1
Publication	10
Paper ranked I-III in the Students' Scientific Association (TDK) competition (item)	3
Paper ranked I-III in the National Conference of Students' Scientific Association (OTDK) competition (item)	6
Plus competences in foreign languages (above one intermediate-level language certificate)	2
+1 intermediate-level language certificate	4
advanced-level language certificate (item)	
professional/management experience <sup>17</sup>	5
<b>Previous performance (maximum)</b>	<b>20</b>
<b>Research proposal</b>	<b>40</b>
<b>Written examination</b>	<b>10</b>
<b>Motivational interview</b>	<b>30</b>
<b>Grand total</b>	<b>100</b>

<sup>15</sup> Amended by: Resolution number H-198/EDT Effective from: 16 October 2024.

<sup>16</sup> Participation in a research project is certified by the leader of the research project. Please attach the short description of the research project and the tasks completed by the applicant. If the applicant contributed to research reports and discussion papers, please list them (there is no need to attach the documents themselves!).

<sup>17</sup> More than 3 years of experience as a senior executive: 5 points. More than 5 years of experience as a mid-level executive: 5 points More than 5 years of experience in a research or education institution: % points (The points are calculated on the basis of the time of the professional experience).

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**Annex 2<sup>18</sup>**

### **Recommendations for writing a research proposal**

- (1) The following structure is proposed for the preparation of a research proposal:
- a) Background, international antecedents, problems to be solved. (Any past contributions to the project)
  - b) Hypothesis, key issues, project objectives. Describe the specific purposes of the research, with each question numbered separately and explained in a separate chapter.
  - c) The research method used
  - d) Probable outcomes
  - e) Research infrastructure (tools, etc.)
  - f) References
  - g) The maximum length of the research proposal is 5 pages, excluding references.
  - h) It is advisable to follow the forms of activity used in the present Rules.

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<sup>18</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

**RULES OF OPERATION OF THE  
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- (1) Detailed rules for obtaining teaching and service credits:
  - a) In the study and research phase, teaching one timeslot as a subject leader or lecturer is worth 6 credits (based on Neptun). Active involvement in teaching one course constituting one timeslot shall be worth 2 credits (based on the certificate issued by the subject leader). Active involvement may cover invigilating exams, correcting papers, delivering parts of a course (e.g. 1-2 seminars / semester), documented job shadowing and mentoring of students writing their thesis, taking part in the competition organised by the Students' Scientific Association (TDK). In the study and research phase (semesters 1-4), teaching minimum 1 timeslot or performing education organisation activity equivalent thereto is mandatory (worth 6 credits).
  - b) For the research and dissertation phase (semesters 5-8), no minimum teaching activity is defined; a maximum of 24 teaching credits (or equivalent education organisation) may be recognised. If the PhD student participates in teaching as the leader of a thesis seminar, then on the basis of the information recorded in Neptun, 6 credits may be recognised for 10 bachelor students or 5 master students (if there are fewer students, the number of credits shall be proportionally reduced).
- (2) The research credits to be completed in the study and research phase may be obtained as described in Annex 5, with the research credits being proposed by the supervisor. Research credits must be underpinned by actual research materials, work plans, discussion papers, conference abstracts, presentations, publications and the associated declarations of acceptance.
- (3) Research credits to be completed in the research and dissertation phase can be obtained as described in Annex 5. The credits must be supported by concrete research materials, documents, certified involvement in scientific and professional engagement activities., work plans, discussion papers, conference abstracts, presentations, publications and their declarations of acceptance.
- (4) In order to obtain fixed research credits in the research and dissertation phase, the following criteria must be met: if a successful thesis proposal discussion takes place in the research and dissertation phase, 20 credits are awarded.
- (5) A prerequisite for the completion of research credits is that the doctoral student and the supervisor personally agree at the beginning of each active semester on the research tasks to be carried out in the given semester, and agree on the minimum expectations of the supervisor from the doctoral student. The tasks should be defined in such detail that at the end of the semester their successful or unsuccessful completion can be clearly identified, and thus form the basis for the award of fixed credit. The agreement must be made in writing on a dedicated form, which is included in Annex 6, and uploaded to the dedicated interface of Moodle after being signed and scanned.

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- (6) The evaluation, the award of credits must be completed on the same form at the end of the semester, signed and scanned, and uploaded to the dedicated Moodle interface. In the event of a dispute, the Programme Director and the supervisor are primarily responsible for negotiation, and if they cannot reach an agreement, the Head of DSBM decides on the credits.
- (7) <sup>19</sup>It is the joint responsibility of the doctoral student and the supervisor to ensure that at each phase of the programme, the research is of an intensity and quality that anticipates the fulfilment of the publication criterion requirements. Fixed research credits may only be awarded on a semestrial basis if the doctoral student can clearly substantiate his/her publication activity and intentions to publish with research materials and documents as specified in Annex 7.

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<sup>19</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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#### **Annex 4<sup>20</sup>**

### **Content and format requirements with regard to the thesis proposal, other rules related to its discussion**

- (1) The objective of preparing a thesis proposal and submitting it for defence is to judge the theoretical preparedness of the doctoral candidate, the professional soundness of his/her research concept and the key results achieved so far.
- (2) The format requirements are identical to those of the final version.
- (3) Nature and objective of the thesis proposal and its discussion:
  - a) The thesis proposal shall already include results with new scientific value.
  - b) It shall be free of methodological, source processing, data management errors.
  - c) The primary objective of discussing the proposal publicly is to make sure that the participants involved in the discussion help the candidate with their questions, critical observations and advice for the purposes of enhancing the quality of the final dissertation.
  - d) The thesis proposal discussion, at the same time, is a forum for having the candidate introduced to wider professional circles, further it represents an important opportunity for other doctoral students to gain experience. Their active participation in the discussion is a fundamental requirement.
- (4) Initiating the discussion of the thesis proposal: The completed thesis proposal should be submitted to the UDO, addressed to the Programme Director (in PDF format). Documents to be submitted along with the proposal:
  - a) declaration of the supervisor(s) about the suitability of the paper for discussion;
  - b) declaration required by the UDR stating that the submitted thesis proposal is the independent intellectual creation of the candidate (except for the referenced results of others);
  - c) declaration from the co-authors about the degree of independent contribution of the candidate if the results of joint works are published;

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<sup>20</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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**Annex 5<sup>21</sup>**

**Minimum academic, professional and scientific activities required for  
applications for habilitation in the DSBM**

<b>Higher education activity</b>	
Performing regular and continuous teaching activity in a higher education institution after the acquisition of the PhD degree.	teaching at least 2 courses, for at least 10 semesters
Working on the development of teaching materials, participating in talent management and/or fostering talent, educating future generations of scientists, (at least one of the three)	Author or co-author of one workbook or coursebook or textbook for higher education, which is related to one of the courses ever taught by the candidate
	10 thesis supervisions that ended with the successful defence of the thesis
	Supervisor of 1 PhD student/doctoral candidate or a PhD student who has already obtained a degree
	Supervisor of a student who has participated in one competition of the National Conference of Students' Scientific Association (OTDK) or in any national or international study competition
<b>Publication activity (based on the MTMT general table)</b>	
Total number of scholarly publications	40
Articles in scholarly journals	10
Of which in international scientific journals	4
Number of independent citations received for scholarly publications	50
Number of independent citations published in international specialised journals, books and conference volumes published abroad	15
Hirsch-index (If the number of independent citations received for scholarly publications reaches 100, a Hirsch-index below 5 is also acceptable)	5
<b>Professional and scientific engagement activities</b>	
Membership and activity in domestic and international scientific organisations (at least one of these three)	Membership in a domestic or international professional or scientific association, society, alliance (certified membership of at least 3 years, at least in 1 organisation)
	Participation in the editorial board of international and/or domestic scientific journals (3 years on the editorial board of at least one journal)
	Active involvement in the organisation and implementation of domestic and international scientific events, conferences, chairing a section (at least 2 such events)
Function or permanent mandate held in a higher education institution	study programme, subspecialisation or subject leader, in charge of coordinating Students' Scientific Student Association (TDK) competitions/alumni, study programme

<sup>21</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.



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	coordinator, head or office-holder of an organisational unit
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## Annex 6<sup>22</sup>

### Research forum

- (1) The Research Forum aims to give students feedback on their research work once a year.
- (2) Students and their supervisors are required to attend the Research Forum.
- (3) The Research Forum is organised in the first and third years.
- (4) The exact date of the DSBM's Research Forum will be announced in the first week of the spring semester.
- (5) As each year group is at a different stage of completion of its research work, the requirements and procedures for submitting manuscripts to the Research Forum differ. Manuscripts must be uploaded to the platform defined by the DSBM at least two weeks before the Research Forum.
- (6) The language of the manuscripts is English.
- (7) First-year students are required to submit a detailed research proposal of 10-15 pages.
- (8) Third-year students are expected to present concrete research findings, incorporate them into their literature review, and formulate remaining research tasks and dilemmas. The expected length is 50-60 pages.
- (9) The Research Forum is organised by year group as follows:
  - a) Year 1. 15-minute presentation, 10 minutes for questions and comments.
  - b) Year 3. 25-minute presentation, 15 minutes for questions and comments.

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<sup>22</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

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**Annex 7<sup>23</sup> 24**

### RESEARCH ACTIVITY PLANNING<sup>25</sup> FORM

Name of doctoral student and NEPTUN code	
Name of Programme	
Name of supervisor(s)	
Academic semester (thus: 2022/2023 Semester 1)	

Type of activity <i>(to be selected from the list)</i>	Pre-definition of the specific task and expected result  <i>(by agreement at the beginning of the semester)</i>

Budapest, ..... 2024


PhD student's signature


supervisor's/supervosors' signature

<sup>23</sup> Amended by: Resolution number H-293/EDT Effective from: 13 December 2023.

<sup>24</sup> Amended by: Resolution number H-198/EDT Effective from: 16 October 2024.

<sup>25</sup> **Please note that this form is for planning purposes only! On the basis of the completed form, the end-of-semester presentation of actual achievements and the assignment of research credits will be done in a simplified way from 2024 onwards, using the data from the mandatory semestrial report requested by the UDO.**

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<p><b>Rules of operation of the Doctoral School of Business and Management</b></p>		

List of activity types (planning guide)

The following list of research tasks (or equivalent ) are expected to be completed during the doctoral programme in the indicated semesters. Our table is only a guide, describing an ideal research process. If the specificity of the topic requires, deviations may be made after preliminary consultation with the supervisor and justified at the time of planning and/or evaluating the semester.

<i>Activity types/Semesters</i>	<i>Study and research phase</i>				<i>Research and dissertation phase</i>			
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
Research credit (fixed)	15	15	15	15	25	25	25	25
Definition of research topic	1							
Collection and processing of academic literature	1							
Preparation of a literature review	1							
Research proposal (research design)		2						
Theoretical underpinning of the methodology		2						
Research Forum (paper to be submitted, participation in discussion)		2						
Participation in a thesis proposal discussion/defence of dissertation	1-2							
Collection of secondary sources, database creation (optional)			3					
Preparation of test, set-up of measuring apparatus, testing			3					
Conducting test				4				

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Database building, cleaning				4				
Primary analysis, evaluation				4				
Paper to be submitted for the comprehensive examination				4				
Participation in a thesis proposal discussion/defence of dissertation			3-4					
Preparation of conference abstracts, participation as a speaker at national/international conferences			1-4					
Research activity underpinning the thesis proposal, structured presentation of the results				5				
Preparation and delivery of a paper to be published					6			
Research activity underpinning the thesis proposal, structured presentation of the results						7		
Preparation and development of a paper to be published								8
Submission of the thesis proposal								8
Preparation of conference abstracts, participation as a speaker at national/international conferences						5-8		



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**Annex 8<sup>26</sup>**

**Application form  
to support participation in scientific meetings**

**Name of applicant:**

**Name of the applicant's doctoral school:**

**Name of the applicant's supervisor(s):**

**The applicant's Programme/specialisation:**

**The start date of the applicant's doctoral studies:**

**The name of the proposed meeting:**

**The organiser of the meeting:**

**The location of the meeting (university, organisation, etc.):**

**The target area of the meeting (country/municipality):**

**The period of the trip (departure and return date):**

**Title of the planned presentation:**

**Amount of the requested support:**

**Of which participation fee (USD or EUR if international):**

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<sup>26</sup> Introduced by: Resolution number H-293/EDT Effective from: 13 December 2023.



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**Of which travel expenses (please specify):**

**Of which accommodation costs (please specify):**

**Of which insurance:**

**Of which transfer (please specify):**

**Other (please specify):**

**I declare that the information provided above is true and correct.**

**As specified in the call for applications, I undertake to indicate in the documentation (presentation, paper, proceedings, etc.) related to the conference that I am a student of the .....Doctoral School of CORVINUS..**

I acknowledge that the support can only be claimed and paid in accordance with the applicable regulation on missions.

**Place and date: Budapest, year 20 .. month ..... day.....**

**Signature of applicant:**

**The application is adequate in professional terms:**

**Supervisor's signature:**

**Annexes<sup>27</sup>:**

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<sup>27</sup> As specified in the call for applications

**RULES OF OPERATION OF THE  
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- (1) The dissertation may include at least three and no more than five dedicated studies/book chapters, one of which should be a paper written by up to 3 authors published in an international journal of Q1 category according to Scimago. For each work, the co-author(s) must declare in writing that the doctoral student's contribution was decisive.
- (2) The introduction and the conclusions framing the paper form integral parts of the article-based dissertation.
- (3) In the comprehensive introductory study prepared for the purposes of the dissertation the author:
  - a) should clearly define the research question(s) examined in the dissertation as a whole and should provide a single theoretical and conceptual frame for the articles included. The latter should be coherent for the examined topic (coherence);
  - b) should justify the relevance of the theoretical ambition and of the research question as well as place the problem in the relevant academic literature (relevance);
  - c) should present the synergies of the theoretical and methodological approaches applied in the articles that form the basis of the dissertation; the content of the articles may not show major similarities, that is, at least either the definition of the theoretical problem or the empirical approach should be significantly different in each of them (difference).
- (4) In the conclusions the author:
  - a) should synthesise the results and findings featured in the various articles, should address them in the elaborated conceptual framework (integrity);
  - b) should resolve any contradictions between the various articles, should justify any difference in the research results on theoretical and/or methodological grounds. (consistency);
  - c) should demonstrate the novelty of the research, its contribution to addressing the question and to enriching academic literature (novelty).
- (5) The referees shall be tasked with assessing compliance with the requirements listed above and evaluating the novelty of the results featured in the research overall. For the papers on which the dissertation is based: the evaluation should include an assessment of the theoretical and methodological soundness of the articles in question.
- (6) The referees may make suggestions with regard to further developing any of the articles and to formulating new research directions.

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<sup>28</sup> As specified in the call for applications

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- (7) The author may attach the guidelines, critical remarks and opinions received from the editors and the referees in a separate annex to the dissertation if he/she thinks them relevant for the purposes of making an informed assessment.



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**Annex 10<sup>29</sup>**

**The content and format requirements of preparing the dissertation and the thesis booklet**

**Documents required for the defence of the doctoral thesis, to be submitted by the candidate to the UDO in their preliminary and final forms**

**1.§**

- (1) The scope of documents required for the defence of the doctoral dissertation, which the candidate must submit to the UDO in their preliminary and final forms, is also available on the University's website at the following address:  
<https://www.uni-corvinus.hu/fooldal/egyetemunkrol/corvinus-doktori-iskolak/a-corvinus-doktori-iskolakrol/dokumentumok/>
- (2) A statement from **the supervisor**, addressed to the Head of the DS, declaring that the dissertation is suitable for defence (only for students in organised instruction).
- (3) The candidate's **declaration of independent intellectual creation**.
- (4) In case of publishing the results of joint works, **declaration from the co-authors**.
- (5) **All documents** (dissertation, thesis booklet, CV, list of publications) must be sent to the UDO desk officer **in electronic** format (pdf) by email. The dissertation and the thesis booklets must also be submitted in printed form (see point 5).
- (6) A **hard copy of the dissertation and the English-language thesis booklets** must **also** be submitted to the UDO within 2 weeks of receipt of the Resolution on appointing the Dissertation Board (as required by the modifications proposed therein), as follows:
  - a) the doctoral dissertation in A/4 format (with double-sided printing) **in a black leather or clothbound** format, with gold lettering (including on the spine);
  - b) The **English version of the thesis booklet** (A/5 size) is required in **5** copies,
  - c) The **structure of the thesis booklets** is as follows: I. Research background and justification for the selection of the topic; II. The methods used; III. Scientific results of the dissertation (in bullet points); IV. Main references; V. List of own (or co-authored) publications on the topic. The thesis booklet is 10-20 pages long.
- (7) **Professional curriculum vitae** (a detailed and a very short version of the curriculum vitae to be read at the defence)
- (8) **List of publications:** MTMT summary table. If not already published: confirmation of acceptance of the papers accepted for publication from the publisher (signature, stamp).

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<sup>29</sup> Introduced by: Resolution number H-293/EDT Effective from: 13 December 2023.

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- (9) The UDO also attaches the following documents sent by the DS for the preparation of the defence: the minutes of the rigorosum/comprehensive examination, the minutes of the thesis proposal discussion and the referees' reviews.

**Outer cover of the doctoral dissertation**

**2.§**

- (1) The cover material. The doctoral dissertation should be bound in a black cloth binding that is durable and capable of securing the pages together perfectly. As a doctoral dissertation is both a document to be preserved in the long term and a source work, the binding must guarantee the integrity and completeness of the pages of the doctoral dissertation.
- (2) The spine of the outer cover shall bear the following in gold letters of 5 mm:
- the candidate's family name and given name in the order customary in the Hungarian language (in the case of foreign candidates, with authentic spelling),
  - separated from this with a colon, the main title of the doctoral dissertation,
  - in the case of a doctoral dissertation comprising several volumes, the volume number in Roman numerals followed by the word "volume",
  - the year of submission of the doctoral dissertation.
- (3) The following information must appear on the front of the outer cover:
- at the top of the cover, 30 mm below the top edge, in 5 mm capital letters, aligned in the centre, the name of the Corvinus University of Budapest,
  - the title (featured at least 7 mm from the top edge of the cover in large letters) and the subtitle (featured 5 mm from the top edge of the cover in large initials) must appear approximately 90 mm from the top edge of the cover, centred, in separate lines. (The subtitle should also be displayed as a separate heading, i.e. it does not need to be enclosed in brackets or in square brackets.),
  - leaving a space of about 20 mm, the words "Doctoral dissertation" must appear below the title, in capital letters of at least 5 mm in width,
  - below this, the name and academic degree of the supervisor(s) should be indicated in 7 mm (not all caps) letters, leaving a space of about 20 mm ,(Supervisor: XY DSc, CSc, PhD),
  - below this, the name of the author as it appears on his/her identity documents, in 7 mm (not all capital letters), at least 70 mm from the top, aligned to the right,
  - and 30 mm from the bottom of the cover, centred, the place of defence of the doctoral dissertation (Budapest) and the year of the dissertation must be featured in 5 mm letters,
  - all text on the front cover must be written in gilt type.

**Paper size, typography, page numbering**

**3.§**

- (1) Figures and drawings in the text do not have to be in black and white.

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- (2) Margins: a minimum margin of 40 mm should be left on the left edge of the binding and a minimum margin of 20 mm on the right edge. The text may be double-sided, in which case the margins should be set accordingly. (There should be a wider margin on the side facing the binding.)
- (3) The doctoral dissertation should be typed in Times or Times New Roman font. The font size is 12.
- (4) In tables, footnotes and bibliography, a font size of 10 is also acceptable.
- (5) The lines must be separated with 1.5 line-spacing. Single line spacing is acceptable in tables, footnotes and the bibliography.
- (6) Except for internal title pages, where there is no page numbering, page numbering should be continuous throughout the doctoral dissertation, including pages containing figures, tables, and appendices, chronology, other accessories.
- (7) Page numbers can be placed either in the header or footer, about 10 mm from the edge of the page.

**Accessories****4.§**

- (1) In addition to the pages of text that form the content of the dissertation, the following accessories are included in the dissertation (indicated separately if the accessory in question is conditional):
- (2) Internal front pages: a total of four internal pages precede the table of contents.
- (3) The first, odd page contains only the author's name and title, aligned approximately 90 mm from the top of the page, while the second (even) page, preceding the actual inner title page, should contain the following information:
  - a) the name of the doctoral school that is professionally competent with respect to the doctoral dissertation (at the top of the page, about 30 mm from the top edge of the page),
  - b) the name and academic title of the supervisor must be featured (at the top of the page, about 70 mm from the top edge) for candidates participating in organised instruction (and generally for those working under the direction of a supervisor,
  - c) the name of the members of the Board of Referees s affixed to the doctoral dissertation by the University Doctoral Office after the defence,
  - d) the copyright notice (starting 80 mm from the bottom edge of the page).
- (4) The following information must appear on the inner front page (page 3 - odd numbered page) in the following order:
  - a) name of the institution (Corvinus University of Budapest),
  - b) Name of the Doctoral School (and optionally, name of the Doctoral Programme) (avoiding abbreviations),
  - c) title of the doctoral dissertation and subtitle (if any),
  - d) in the case of a multi-volume work, the total number of volumes and the number of the volume in the series,

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- e) the type of paper: doctoral dissertation,
  - f) the author's full name as it appears in his/her personal documents, in the order customary in the Hungarian language (in the case of foreign candidates, with authentic spelling),
  - g) place and year of submission of the doctoral dissertation.
- (5) Table of contents: the table of contents should come right after the inner title pages, starting on an odd-numbered page (page 5)
- (6) List of tables, figures and illustrations: These lists (separate for figures, separate for tables and separate for illustrations such as photographs) should follow the table of contents.

**Structuring and headings**

**5.8**

- (1) Introduction: the text should begin with an introductory chapter in which the author locates his/her work within the coordinates of the research conducted on the topic, highlighting how it relates to and goes beyond the research history. The introduction should emphasise the methods used in the paper, the new findings of the doctoral dissertation, the new correlations discovered by the author, and methodological innovations. The introduction should also include, where available, practical suggestions drawn from the author's research.
- (2) Inner titles. Structuring: the doctoral dissertation should be structured into chapters, subchapters, etc. The units must be given numbered titles. The following levels of title may be used in a doctoral dissertation:
- a) chapter title,
  - b) subchapter title,
  - c) section title,
  - d) paragraph title.
- The depth of structuring should be in line with the length of the paper. The paragraph-level depth is only necessary for very long papers or special topics.
- (3) Chapter titles should be left- or centre-aligned and in all capital letters. Two or three blank lines should be left after the chapter title. Lower-levels of title should be left-aligned.
- (4) Notes. It is customary to include information and minor comments that would break the train of thought of the main text.
- (5) Positioning the notes. Notes should be placed as footnotes at the bottom of the text pages, but may also be placed at the end of the paper for certain considerations.
- (6) Numbering of notes. Notes should be numbered in Arabic numerals, preferably consecutively throughout the paper, rather than by chapter.
- (7) Longer digressions, case studies and examples should be placed in small print between the text, not as notes.

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- (8) Inline citations. Brief references to works by other authors should be placed inline, immediately after the passage or sentence to which they refer. In the case of inline citations, the surname of the author cited, the year of publication of the work cited (in brackets) and, in the case of verbatim citations, the page number or numbers of pages, preceded by the p. or pp., should be provided in brackets. A detailed reference with all the necessary bibliographical information should be included at the end of the dissertation. (See Section 7.2)

**Figures, maps and tables:****6.§**

- (1) Figures and tables should have a margin of at least 40 mm on both sides and should be placed as close as possible to the text to which they refer. At this point, a clear reference to the accessory in question must be provided in brackets (with a number) within the text.. If there are so many accessories in the paper that they would interfere with the continuous reading of the text, they can be placed at the end of the paper.
- (2) Numbering of figures and tables: Figures and tables should be numbered consecutively in Arabic numerals (Figure 1, Figure 2, Table 1, Table 2, etc.) A blank line is required between the title and the inserted figure or table.
- (3) Additional material that cannot be included in the paper (data carriers, photographs, large maps, etc.) should be included as a separate package according to their nature. These should be clearly referred to in the table of contents of the paper or, if necessary, in a separate list after the table of contents. The cover of such separate packages should contain the same information as the outer cover of the paper itself. (See Section 2.3)
- (4) Illustrations and photographs should also be numbered in Arabic numerals, but, unlike tables and figures, these should be placed below the image before the caption

**Appendix, List of references****7.§**

- (1) Appendix. An appendix is used to provide additional information that supports or supplements the main text of the paper, but which has no logical place within the main text. Questionnaires, discussion papers, summary tables, references supporting the research and a chronology may be included in the appendix. Any mathematical appendix is included at the end of the paper.
- (2) List of References The list should follow the so-called Harvard system (see below for details), but - adapting to the Hungarian language - the reference items should be listed in the Hungarian alphabetical order of the authors' names. Each item must start in a new line. If several items by the same author are listed, their order is determined by the year of publication. (Works from earlier editions are given priority.) If there is more than one item by the same author in the same year, they are distinguished by the small letters a, b, c, etc. next to the year. Each reference should include the following bibliographic data in the order given:
  - a) author(s);

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- b) year of publication (in brackets, followed by a colon);
  - c) title - subtitle (each followed by a period);
  - d) volume;
  - e) publication (serial number of the edition and kind of publication);
  - f) name of the publisher or journal or periodical<sup>30</sup>;
  - g) place of publication (for books only);
  - h) page number (length);
  - i) DOI number of the cited work (for journal articles).
- (3) The underlined bibliographic data is mandatory for each reference, the communication of other data is left to the author or depends on whether it is needed for the reference in question (e.g. volume number).
- (4) Glossary of terms (Glossary). The terminology used by the candidate - with short 2-3 line definitions - can be included at the end of the paper. Although it greatly increases the practicability of the paper, it is not compulsory.
- (5) A separate list of the author's publications on the topic must be included at the end of the doctoral dissertation, and in the case of an article-based dissertation, bibliographic data of the published texts.

**Submission of the doctoral dissertation**

**8.§**

- (1) The doctoral dissertation may be submitted between 1 September and 30 June each academic year, as specified in the UDR and in these Rules.

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<sup>30</sup> If there is no publisher or periodical name, the paper should be referred to as a discussion paper or conference publication, or, if these designations are uncertain, as a manuscript.

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